



CITY OF SAN RAMON
Planning Services Division
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PRELIMINARY HOUSING DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS PURSUANT TO HOUSING CRISIS ACT (SENATE BILL 330)

ATTENTION: This application is not a development application, and is strictly for the purposes of Senate Bill 330, the Housing Crisis Act of 2019. To initiate project review for a development project, this application may be submitted as a supplemental application along with a Development Review Application. For questions, call 925-973-2560, email planning@sanramonca.gov, or visit the Permit Center at 2401 Crow Canyon Rd., San Ramon, where planners are available to assist you.

WHAT IS A PRELIMINARY HOUSING DEVELOPMENT APPLICATION?

California Senate Bill 330, “The Housing Crisis Act of 2019,” was signed into law by Governor Newsom on October 9, 2019 and became effective January 1, 2020. The bill establishes a statewide housing emergency to be in effect until January 1, 2025.

APPLICABILITY

The Preliminary Housing Development Application process only applies to projects that are considered to be housing projects as defined by SB 330. The Statute defines a housing project as any of the following:

1. Residential units only.
2. Mixed-use developments consisting of residential and nonresidential uses with at least two thirds of the square footage designated for residential use.
3. Transitional housing or supportive housing.

If a proposed project meets any of the above criteria, the applicant may submit a Preliminary Housing Development Application.

PROCESS FOR PRELIMINARY HOUSING DEVELOPMENT APPLICATIONS

Once a complete Preliminary Housing Development Application is submitted – along with the required Development Review Application– the zoning, design, subdivision, and fee requirements in effect as of that date will remain applicable to the project for the duration of the review and entitlement process, provided that all the following provisions are satisfied:

- The submitted Preliminary Housing Development Application contains accurate information. The Community Development Department may require a revised Preliminary Housing Development Application if the original includes inaccurate information.

- A complete Development Review Application must be submitted and accepted by the Department within 180 days of submitting this Preliminary Housing Development Application.
- The project may not increase by more than 20 percent in the number of units or floor area indicated in the Preliminary Housing Development Application, except as the project may be revised using the State Density Bonus.
- The project must commence construction within 30 months of site permit issuance.

Note that the following modifications may be required even when a Preliminary Housing Development Application is on file:

- Development impact fees, application fees, capacity and connection fees, or other charges may be annually adjusted based on a published cost index.
- Requirements necessary to avoid an adverse impact to public health or safety, or to avoid or lessen an impact under CEQA may be applied.

Projects may submit a new or amended Preliminary Housing Development Application at any time, in which case the requirements in effect at that time shall apply.



CITY OF SAN RAMON

PRELIMINARY HOUSING DEVELOPMENT APPLICATION

I. Check type of housing project:

- Residential units only
 Transitional or supportive housing
 Mixed use development (2/3 of square footage designated for residential use)

II. General Data Required

- A. Address or Location of Property: _____
- B. Assessor's Parcel Number(s): _____
- C. Site Area: _____ D. Present Zoning: _____ E. Proposed Zoning: _____
- F. Existing Use of Property: _____
- G. Zoning and Existing Use of Surrounding Property:
- | <i>Zone</i> | <i>Existing Uses</i> |
|----------------|----------------------|
| ● North: _____ | _____ |
| ● South: _____ | _____ |
| ● East: _____ | _____ |
| ● West: _____ | _____ |
- H. Description of the Proposal: (Attach detailed letter of application, and, if applicable, include proposal for affordable housing)
- _____ (Continue on separate sheet, if necessary)
- I. Service Districts: Water Supply _____ Sewer Disposal _____

III. Project Team Information

- Applicant's Name _____
- Company/Firm _____
- Address _____ Unit/Space Number _____
- City _____ State _____ Zip Code _____
- Telephone _____ Email _____
- Are you in escrow to purchase the property? YES NO
- Property Owner of Record Same as applicant Different from applicant
- Name (if different from Applicant) _____
- Address _____ Unit/Space Number _____
- City _____ State _____ Zip Code _____
- Telephone _____ Email _____
- Optional: Agent/Representative Name _____
- Company/Firm _____
- Address _____ Unit/Space Number _____
- City _____ State _____ Zip Code _____
- Telephone _____ Email _____
- Primary Contact for Project:** Owner Applicant Agent/Representative

IV. Submittal Requirements

1. Does the project include any point sources of air or water pollution? If so, please list them:

Yes No

2. Are any species of local concern known to occur on the property? If so, please list them:

Yes No

3. Is any portion of the property located within any of the following?

- a. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Government Code Sec. 51178:
 Yes No
- b. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993):
 Yes No
- c. A hazardous waste site that is listed pursuant to Government Code Sec. 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code:
 Yes No
- d. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency:
 Yes No
- e. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2:
 Yes No

4. Are any historic or cultural resources known to exist on the property? If so, please list them:

Yes No

5. Will the project require any approvals under the Subdivision Map Act, such as a parcel map, a tentative map, or a condominium map?
 Yes No

6. Will the project impact a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code?
 Yes No

If yes, provide an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.

7. Is any portion of the property subject to any recorded public easement, such as easements for storm drains, water lines, and other public rights of way?
 Yes No

If yes, provide a site map or list indicating the location of all such public easements.

8. Provide the following information:

- ___ Proposed Land Uses – The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning district.
- ___ Existing Land Use – The existing uses on the project site and identification of proposed major physical alterations to the property on which the project is to be located.
- ___ Existing Residential Uses and Proposed Demolition – The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
- ___ Below Market Rate Units – The number of below market rate units and their affordability levels.
- ___ Density Bonus Units and Waivers/Concessions – The number of bonus units and any concessions, waivers, or parking reductions requested pursuant to Government Code Section 65915.
- ___ Parking – The proposed number of parking spaces.
- ___ Project Plans – A site plan showing the location on the property, elevations showing design, color and material, and the massing, height, and approximate square footage, of each building that is to be occupied.

V. Property Owner Affidavit

Before the application can be accepted, the owner of each property involved must provide a signature to verify the Preliminary Application is being filed with their knowledge. Staff will confirm ownership based on the records of the City Engineer or County Assessor. In the case of partnerships, corporations, LLCs or trusts, the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- Ownership Disclosure. If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service of process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25 percent interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
 - Letter of Authorization (LOA). A LOA from a property owner granting someone else permission to sign the Preliminary Application form may be provided if the property is owned by a partnership, corporation, LLC or trust, or in rare circumstances when an individual property owner is unable to sign the Preliminary Application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items 1-3 below. In the case of partnerships, corporations, LLCs or trusts, the LOA must be signed by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter.
 - Grant Deed. Provide Copy of the Grant Deed if the ownership of the property does not match local records. The Deed must correspond exactly with the ownership listed on the application.
 - Multiple Owners. If the property is owned by more than one individual (e.g., John and Jane Doe, or Mary Smith and Mark Jones) signatures are required of all owners.
1. I hereby certify that I am the owner of record of the herein previously described property located in San Ramon which is involved in this Preliminary Application, or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by the documents attached hereto.
 2. I hereby consent to the filing of this Preliminary Application on my property for processing by the Community Development Department for the sole purpose of vesting the proposed housing project subject to the Planning and Zoning ordinances, policies, and standards adopted and in effect on the date that this Preliminary Application is deemed complete.
 3. Further, I understand that this Preliminary Application will be terminated and vesting will be forfeited if the housing development project is revised such that the number of residential units or square footage of construction increases or decreases by 20 percent or more, exclusive of any increase resulting from the receipt of a density bonus, incentive, concession, waiver, or similar provision, and/or an application requesting approval of an entitlement is not filed with the City of San Ramon within 180 days of the date that the Preliminary Application is deemed complete.
 4. By my signature below, I certify that the foregoing statements are true and correct.

Signature	_____	Signature	_____
Printed Name	_____	Printed Name	_____
Date	_____	Date	_____

FOR CITY USE ONLY

PHD APPLICATION NO.	PLANNER ASSIGNED:	DATE RECEIVED:	FEE RECEIVED:	RECEIPT NO.:
ASSESSOR'S PARCEL NUMBER(S):		PROPERTY ZONING DESIGNATION:		GENERAL PLAN DESIGNATION: